

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

1 YEAR FIXED TERM CONTRACT JANUARY – DECEMBER 2024
DEPARTMENT OF STUDENT RESIDENCE AFFAIRS (DSRA)
STUDENT SERVICES DIVISION

PRIVATE ACCOMMODATION OFFICER
(PEROMNES GRADE 10)
Pietermaritzburg

REF NO. SS12/2023

The incumbent of the role is required to implement policies & procedures to meet private accommodation requirements of students' needs for UKZN. To ensure that all listings (private accommodation) are fully compliant in terms of legislated minimum norms and standards, per Department of Higher Education and Training (DHET) housing policy. To provide a professional service and information to students, and landlords regarding letting homes, flats, apartments, B&Bs lodges and cottages. The incumbent shall be responsible for the overall administration of private accommodation service; will coordinate and facilitate the processing of contracts and/or agreements between students, UKZN and the landlord; and will provide overall support to the department of Student Residence Affairs in trying to meet the demands for the shortage of student accommodation. Will be the liaison person between DSRA and Student Funding Centre in terms of payment of private accommodation allowances to students.

Minimum Requirements:

- Grade 12 (National Senior Certificate) and a 3-year relevant qualification.
- Two (2) years' experience in a student housing environment
- A valid and unendorsed Driver's license
- Experience building relations with landlords, community and tenants (students).
- Knowledge of occupational health & safety regulations
- Computer Literate – demonstrated experience in use of MS Office packages

The total remuneration package offered is R206 354.00. The closing date for receipt of applications is 3 November 2023

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Completed forms must be sent to Studentservices@ukzn.ac.za.

Advert Reference Number MUST be clearly stated in the subject line.